



**United States Court
of International Trade**
Office of the Clerk
One Federal Plaza
New York, NY 10278-0001

NOTICE

ELECTRONIC CASE FILES (ECF) TRAINING IN LOS ANGELES, CA

The U.S. Court of International Trade will conduct training classes in Los Angeles, CA, on the Electronic Case Files (ECF) portion of the Case Management/Electronic Case Files (CM/ECF) System. The classes, which are open to both attorneys and non-attorneys, will instruct participants on the electronic filing (e-filing) process and procedures. The classes will be held at the U.S. District Court, Central District of California, 312 N. Spring Street, Room 531, Los Angeles, CA. The classes will be held on the following dates:

August 23, 2004 - 2:00 p.m. - 4:30 p.m.;
August 24, 2004 - 10:00 a.m. - 12:30 p.m.; and
August 24, 2004 - 2:00 p.m. - 4:30 p.m.

If you are interested in attending training on e-filing, please complete the form *Electronic Case Files (ECF) Training Class Registration Request* and either e-mail the request form to cmecf_training@cit.uscourts.gov or fax it to (212) 264-0441 to the attention of Eileen Caufield. Registration forms are due by August 16, 2004. You will receive confirmation of your attendance after your registration is accepted for one of the classes. As the number of computers in each class is limited, we must ensure that we do not overbook the classes. Also, for security reasons, the U.S. Court of International Trade must provide the host site with an advance list of the participants attending each class. Therefore, please do not attend a class unless you have received notification from the Clerk's Office confirming your registration for the class. Non-registered participants will not be permitted to attend the classes.

Participants attending the Electronic Case Files (ECF) training classes are asked to download a copy of the ECF User's Manual and class agenda and bring them when they report to class. Both the User's Manual and agenda may be found on the Court's website at www.cit.uscourts.gov under the Case Management/Electronic Case Files (CM/ECF) heading.

This course has been approved in accordance with the requirements of the New York State Continuing Legal Education Board for a maximum of 2.0 credit hours, which can be applied toward the Law Practice Management requirement.

Leo M. Gordon
Clerk of the Court

July 15, 2004

Electronic Case Files (ECF) Training Class Registration Request
U.S. Court of International Trade

Directions: Please complete the information requested below. You will receive confirmation, via e-mail or fax, of your class registration upon receipt and acceptance of your registration request. Since the number of computers in each class is limited, we must ensure that we do not overbook the classes. Also, for security reasons, the Court must provide the host sites with an advance list of the participants attending each class. **Therefore, please do not attend a class unless you have received notification from the Court confirming your class registration. Non-registered participants will not be permitted to attend the classes.** We appreciate your cooperation.

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Firm/Agency/Organization Name: _____

Street Address (include Floor & Room No.): _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone No.: _____ **Fax. No.:** _____

E-Mail Address: _____

States Admitted to the Bar: _____

Class Dates: 1st choice _____ **Time:** _____ **Location:** _____

2nd choice _____ **Time:** _____ **Location:** _____

Please place an (X) on the line next to each statement that applies:

1. I am an attorney admitted to practice before the Court: _____ Yes _____ No
2. I presently possess a CM/ECF login and password: _____ Yes _____ No
3. I require a CLE certificate of attendance for the training: _____ Yes _____ No
4. My level of computer experience is: _____ Basic _____ Intermediate _____ Advanced

Please either e-mail this form to cmecf_training@cit.uscourts.gov or fax it to (212) 264-0441 to the attention of Eileen Caufield. Thank you.

For Internal USCIT Use Only

Date registration confirmation sent to participant: _____

Class Date Scheduled: _____

Class Time Scheduled: _____ **Class Location:** _____